



## **Town of Brentwood**

### **Request for Proposals for Repair of Sidewalks in the Town**

The Town of Brentwood, Maryland is requesting proposals for the repair uneven sidewalk sections in the Town at various locations

Bids are due no later than 4:30pm Monday, October 4, 2016 at the Brentwood Town Hall at the address below and should be marked SIDEWALK REPAIR PROPOSALS.

C. Reginald Bagley  
Town Administrator  
4300 39<sup>th</sup> Place  
Brentwood, Maryland 20722  
301-919-1556

A copy of the RFP can be secured from the Town Clerk, or on the Town's website at

**[www.brentwoodmd.gov](http://www.brentwoodmd.gov)**

Bids must be sent through U.S. Mail, Express Mail or hand-delivered. Bids are not accepted through e-mail or fax. Proposals received after the scheduled due date and time will not be accepted. The

Town is not liable for any cost incurred by the bidder in connection with the preparation of submission of a proposal.

The Town reserves the right to accept any proposal and to reject any and all proposals, should it be deemed for the best interest of the Town to do so.

Bids will be presented at the Town Meeting on Wednesday, October 5, 2016 at 7:30 pm.

Additional information or clarification can be secured by contacting the Town Administrator.

C. Reginald Bagley  
[Town.administrator@brentwoodmd.gov](mailto:Town.administrator@brentwoodmd.gov)  
301-927-3344

The Town of Brentwood reserves the right to accept or reject any or all bids



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#### **1. OVERVIEW**

. The bid should cover all costs for labor and materials to complete the scope of work described below.

#### **2. SCOPE OF WORK**

- 2.1. Mending of uneven sidewalk surfacing without full section replacement where possible.
- 2.2. Leveling existing sections on uneven sidewalk without full replacement where possible.
- 2.3. Removal of all debris and cleanup around the work areas.

#### **3. MATERIAL REQUIREMENTS**

- 3.1. Materials used shall be clearly defined in the bid.

#### **5. SCHEDULE OF PROJECT**

Successful bidder must be prepared to begin project within 15 days from award.

#### **6. RESERVATION OF RIGHTS**

The Town reserves the right to request clarification of and/or solicit additional information of any proposer; to have proposer(s) make presentations to the Mayor and Council; and/or to negotiate with any proposer(s) regarding any terms of their bid, with the intent to achieve a bid that is deemed by the Town to be in its best interests.

The Town reserves the right to accept any bid and to reject any and all bids, should it be deemed in the best interest of the Town. The Town reserves the right to substantiate the Proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations.

## 7. PRE-BID INSPECTION

Prospective bidders may conduct an external inspection of the sidewalks at their convenience. Any accompanied inspection will require an appointment by calling the Brentwood Town Hall at (301) 927-3344.

## 8. BID FORMAT REQUIREMENTS

The proposal shall respond to all requirements of this RFP.

Any exceptions to the specifications of this request must be clearly stated in writing in an attached letter. The Town of Brentwood reserves the right to reject any or all bids, or to accept the bid that in the opinion of the Mayor and Council is in the best interest of the Town.

## 9. INSURANCE & JOB SAFETY

The successful bidder must furnish evidence of its general liability insurance with limits of \$1,000,000 for each occurrence. The Town of Brentwood must be named as an additional insured.

The successful bidder must also provide proof of Workers Compensation Insurance for all employees on the job per statutory limits. All work performed under this contract shall be in full compliance with all Occupational Safety and Health Administration (OSHA) regulations regarding workplace safety and health.

## 10. INVOICING

The successful bidder shall clearly identify the payment requirements as a part of their bid. They must submit separate itemized invoices to the Town for each payment.